

DEPARTMENT OF THE ARMY
00
HEADQUARTERS, 9TH REGIONAL SUPPORT COMMAND
1999
1557 Pass Street
Fort Shafter Flats, Honolulu, Hawaii 96819-2135

* 9th RSC Pamphlet IMPAC-

1 December

Financial Management
INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD
(IMPAC)

Summary: This pamphlet contains the 9th Regional Support Command (RSC) policy and procedures for micropurchases that utilize the IMPAC purchase card.

Applicability: This pamphlet applies to HQ's 9th RSC staff, all assigned units and support activities.

Proponent and exception authority: The proponent of this pamphlet is the Deputy Chief of Staff, Comptroller (DCSCOMPT). The DCSCOMPT has the authority to approve exceptions to this pamphlet that are consistent with controlling laws and regulations.

Supplementation: Supplementation of this pamphlet is prohibited without prior approval from: Commander, 9th RSC, ATTN: APIX-RM, 1557 Pass Street, Fort Shafter Flats, Honolulu, Hawaii 96819-2135.

Interim Changes: Interim changes to this pamphlet are not official unless authenticated by the Deputy Chief of Staff Information Management (DCSIM). Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements: Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, 9th RSC, ATTN: APIX-RM, 1557 Pass Street, Fort Shafter Flats, Honolulu, Hawaii 96819-2135.

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1. PURPOSE: This pamphlet provides policy and guidance for implementation of the Army's IMPAC purchase card program and micropurchases at the 9th RSC. It applies to all units and activities assigned or attached to the 9th RSC.

2. REFERENCE:

(a) Federal Acquisition Regulation (FAR), part 13

(b) Fort Dix Directorate of Contracting Government-Wide Commercial Credit Card (VISA) Standard Operating Procedures, dated March 1999 (See Appendix 1)

3. RESPONSIBILITIES:

a. The Agency Program Coordinator (APC): The APC for this command is Fort Dix Directorate of Contracting and will:

(1) Oversee the Government-wide Commercial Credit Card Program, also known as the IMPAC Program, and establish guidelines for use of the card.

(2) The APC serves as the focal point for coordination of all applications, issuance, maintenance and destruction of cards; establishment of reports and administrative training.

(3) Serves as liaison between the Fort Dix Directorate of Contracting and the IMPAC civilian vendor, servicing bank.

(4) Coordinates all changes to dollar limitation or authorized merchant codes with the civilian contractor.

b. The 9th RSC IMPAC Program Coordinator (IPC) will: *The IPC for this command is the Installation Support Division of the DCSCOMPT.*

(1) Manage the RSC's Government-wide Commercial Credit Card Program, also known as the IMPAC Program, and establish guidelines for use of the card.

(2) Ensures bulk funding citations are established and forwarded to the APC.

(3) Serves as the focal point for all coordination of:

(a) Applications for cards.

(b) All IMPAC maintenance actions.

(c) Destruction of cards

(d) Oversight of billing statement payment.

(e) Formulation of IMPAC guidance and assistance to 9th RSC activities.

(f) Coordination of administrative training.

(g) Manage the IMPAC Accommodation Check Program.

(4) Serve as liaison between the 9th RSC and the APC, Fort Dix Directorate of Contracting.

(5) Serve as liaison between the 9th RSC and DFAS-Honolulu.

c. Approving Officials will: (See Fort Dix SOP, paragraph K for more in-depth responsibilities)

(1) Serves as the focal point for all coordination of the organization's cardholders:

(a) Applications for cards.

(b) All IMPAC maintenance actions.

(c) Destruction of cards.

(d) Oversight of billing statement payment.

(2) Approve all IMPAC purchases **prior to the purchase being made.**

(3) Review and certify the cardholder's monthly Statement of Account to ensure purchases are made in accordance with the FAR, Fort Dix and 9th RSC guidance.

(4) Certify the Approving Official Billing Account Statement. The Approving Official is liable for any illegal, improper or incorrect payment processed as a result of an inaccurate or misleading certification.

(5) Ensure Approving Official's Billing Account Statements are submitted to the 9th RSC DCSCOMPT NLT the fifth working day of each month. All invoices must be forwarded **including zero balance statements**.

(6) Serve as liaison between the cardholders and the IPC.

(7) Ensure that IMPAC Approving Official responsibilities have been written into their job performance standards. (i.e. Support Forms)

d. Cardholders will: (See Fort Dix SOP, paragraph L for more in-depth responsibilities)

(1) Ensure that they receive approval for all IMPAC purchases prior to the purchase being made. As well, all purchases are made in accordance with the FAR, Fort Dix and 9th RSC guidance.

(2) Review the cardholder's monthly Statement of Account for accuracy and ensure all transactions shown and amounts charged are correct.

(3) Certifies the monthly statement of account and is liable for any illegal, improper or incorrect payment processed as a result of an inaccurate or misleading certification.

(4) Ensures statements are submitted by the Cardholder, as required, by the Approving Official. All statements must be forwarded including zero balance statements.

(5) Ensure that IMPAC Cardholder responsibilities have been written into their job performance standards. (i.e. Support Forms)

4. PURCHASE AUTHORITY:

The following outlines the types of purchases that can be made, should the Cardholder be granted that purchase authority:

a. Subsistence: The designated Cardholder may purchase catered meals or food stock to prepare meals, should use of a TISA not be available is acceptable. The Cardholder must submit the Purchase Memorandum and Request Form and be approved/signed by the Approving Official prior to the purchase being made. The RSC Food Service Officer/NCO, in addition to the Approving Official, should approve purchases for subsistence. Cardholders cannot exceed their single purchase authority.

b. Services: The designated Cardholder may procure services for their activity once a Purchase Memorandum and Request Form is submitted and approved/signed by the authorized Approving Official. The services procured will not exceed the cardholders single purchase authority. Please refer to the Fort Dix SOP concerning authorized and unauthorized services; as well as paragraph 4d(2) for policy on facility related services. Pay particular attention to Section G: Unauthorized Use of the Card before making any service expenditures.

c. Supplies:

(1) The designated cardholder may procure expendable/durable (Non Property Book) supplies for their activity once a Purchase Memorandum and Request Form is submitted and approved/signed by the authorized Approving Official.

(2) Supplies not authorized for procurement includes, but is not limited to:

(a) Items available in the DOD wholesale supply system unless authorized by the category manager.

(b) Personal clothing, footwear or safety glasses unless Occupational Health and/or Office of Safety Management require items.

(c) Purchase of computer hardware and software without first receiving approval of the 9th RSC DCSIM. Again, refer to the Fort Dix IMPAC SOP.

(3) Those items requiring property book accountability will have serial numbers identified on the invoice. The cardholder will also annotate the

Hand Receipt Number on the IMPAC Purchase Request Log to ensure cross-referencing the purchase with the property book entry.

(4) All regulations concerning property book accountability will be adhered to regardless that the purchase was made via IMPAC.

d. Purchases/rentals requiring prior approval:

(1) Computer/Fax Equipment: Purchase or rental of computer hardware and software or fax machines must receive approval from the 9th RSC DCSIM prior to the purchase. Again, refer to the Fort Dix IMPAC SOP.

(2) Facility equipment or repairs: All maintenance services or repairs to facilities, to include supplies, and materials for self-help projects, must first be approved by the DCSENG. In addition, any purchase or repair of facility equipment must also be approved by the DCSENG in advance. Under normal circumstances all such purchases will be made by the DCSENG utilizing their IMPAC card. However, in emergencies where there is an immediate danger to life or property and the DCSENG cannot be contacted, prior DCSENG approval is not required for purchases necessary to correct or stabilize the situation. For additional instructions regarding procedures for emergency repairs of facilities, see paragraph 5-3c(1), 9th RSC PAM 140-483.

(3) Furniture: All furniture purchases must be accomplished by the DCSLOG. All furniture purchases must be coordinated with and through the DCSLOG.

(4) Property Book Items: All purchases of ANY property book items will be accomplished by the 9th RSC DCSLOG. No subordinate unit is authorized to purchase property book items utilizing the IMPAC, unless in an emergency situation and approved, prior to the purchase, by the DCSLOG in writing.

5. POLICY AND REQUIREMENTS:

a. All IMPAC cardholders, Approving Officials and alternate Approving Officials will adhere to all procedures as outlined in Fort Dix Directorate of

Contracting Government-Wide Commercial Credit Card (VISA) Standard Operating Procedures

dated March 1999, or any update thereto. (See enclosure 1) This SOP contains all procedures that relate to definitions, maintenance and regulatory guidance concerning usage of the IMPAC.

b. **NOTE:** *Replace the Designated Paying Office contained in the SOP outlined in Paragraph 1 concerning the Designated Paying Office. (Page 3, Designated Paying Office of SOP) All 9th RSC billing statements will be sent to the DCSCOMPT. Upon review and commitment of funds all original statements are forwarded to:*

DFAS-HONOLULU-OPLOC
BLDG 77, Box 1392, Ford Island
Pearl Harbor, HI 96860-7554
Customer Service Number: (808)472-1150

6. HAZARDOUS MATERIALS:

a. Definition: The definition of a hazardous material is any product containing a substance that requires a Material Safety Data Sheet (MSDS) by the Occupational Safety and Health Administration (OSHA). See Appendix 7, Tables I and II for a list of Federal Supply Classes (FSC's) that do or may require a MDS. The Environmental Manager in the 9th RSC DCSENG will track all hazardous material purchases and assign a Hazardous Material Authorization Number (HMAN) to the product for the purpose of cross referencing the purchase to the hazardous material.

b. Restrictions: The IMPAC Cardholder (CH) will not purchase:

(1) Chemicals in their raw form, (e.g. Methyleneethylketone (MEK), unless specifically authorized by the DCSENG Environmental Manager.

(2) Products containing Ozone Depleting Chemicals. (e.g. Electric Motor Cleaner, chloroflorocarbons (Freon and Halon), etc.)

c. Purchasing Procedures:

(1) Prior to Purchase: For purchase of any hazardous **not** currently on a unit's Authorized Use List (AUL), the CH will obtain authorization and a HMAN, from the DCSENG Environmental Specialist.

(2) When purchasing a product containing a hazardous material, the CH will:

(a) Advise the vendor that any product containing hazardous materials must have a MSDS before the product can be purchased or accepted.

(b) Obtain from the vendor a copy of the MSDS that is applicable to the product procured. Ensure that the manufacturer listed on the MSDS is the same as that on the product before making the purchase.

(c) All purchases of Hazardous Material not on the AUL require a HMAN entry in the remarks block of the CH Purchase log.

(d) Forward a copy of the MSDS along with copies of the approved IMPAC Purchase Request Memorandum and copy of the invoice/sales slip to the DCSENG Environmental Manager within seven days of purchase. Annotate the HMAN, on the Purchase Request under notes. Be certain to also include the quantity purchased, if not clearly annotated on the sales slip or receipt.

d. Documentation: The CH will establish and maintain a complete file of MSDS's on products that were acquired with the IMPAC. This ensures we are properly tracking the purchase of hazardous materials via the IMPAC.

e. Point of Contact: Any technical questions concerning Hazardous Materials should be addressed to the Environmental Manager in the 9th RSC DCSENG

7. 9TH RSC PURCHASING PROCEDURES:

The following purchasing procedures, internal to the 9th RSC, will be adhered to by all Cardholders and Approving Officials and supplements the *Fort Dix Directorate of Contracting Government-Wide Commercial Credit Card (VISA) Standard Operating Procedures*:

Before any purchases can be made, the cardholder must submit an Purchase Memorandum and Request Form (Appendix 3) requesting the purchase to the Approving Official. Preparation instructions are contained in Appendix 3. **If the cardholder is using a mandatory source of supply only the request cover memorandum is required. The IMPAC Purchase Request form is no longer required when utilizing mandatory sources.**

NOTE: Refer to *Fort Dix Directorate of Contracting Government-Wide Commercial Credit Card (VISA) Standard Operating Procedures* dated March 1999, or any update thereto. (See enclosure 2) for all applicable policies and procedures regarding purchases. Applicable areas you should review include: Sections E: Authorized use of the Credit Card, F: Special Purchasing Requirements, Section G: Unauthorized Use of the Card, Section J: Dollar Limits Associated with the Card, L: Cardholder Responsibilities. **IN PARTICULAR, ALL CARDHOLDERS AND APPROVING OFFICIALS WILL ENSURE THAT PURCHASES ARE NOT BROKEN DOWN/SPLIT INTO SEPERATE PURCHASES TO CIRCUMVENT THE DELEGATED SINGLE PURCHASE DOLLAR THRESHOLD.**

a. Once the credit Cardholder reviews the completed Purchase Memorandum and Request Form a copy should be retained for his/her files. The original will be forwarded to the Approving Official for review, approval and signature. Faxed requests and approval are authorized. **The credit Cardholder will not purchase services or supplies until he/she is in receipt of the Purchase Memorandum and Request Form with the Approving Official's signature.** The credit Cardholder will keep a log of all purchase requests utilizing the IMPAC Cardholders Purchase Log. (See enclosure 3)

b. Upon receipt of the request, the Approving Official will approve or disapprove the purchase; as well as inform the credit Cardholder in a timely manner. All Approving Officials must maintain an Approving Official Purchase Log and complete all applicable blocks. (See enclosure 4)

c. Those items requiring property book accountability will have serial numbers identified on

the invoice. The cardholder will also annotate the Hand Receipt Number on the IMPAC Purchase Request Log to ensure cross-referencing the purchase with the property book entry.

d. Cardholders **will not** accept credit slips from vendors for returned merchandise. The cardholder will insist the vendor must credit the IMPAC cardholder account.

8. TAX EXEMPTION:

a. Purchases that are made with the IMPAC are exempt from federal taxes due to the Supremacy Clause in the American Constitution. Based on that fact, the Tax Identification Number, which was established for IMPAC purchases, is **35-1880470**.

b. Exemptions on state taxes should be considered on a state-by-state basis. See Fort Dix SOP for individual state tax exempt letters that explain states taxing policies and procedures.

9. BILLING RECONCILIATION:

a. The IMPAC vendor will cut off billing on the closest working day to the 23rd of each month. Statements of Account will then be sent to the cardholders.

b. Credit Cardholders will certify Statements of Account in accordance with Section O: Billing Statement Reconciliation Procedures of the Fort Dix Government Wide Commercial Credit Card – Visa SOP and this PAM.

c. The Approving Official will then certify the Cardholders Statement of Account as outlined in the Fort Dix SOP. When completed, certify the Approving Officials monthly Billing Statement and forward to the 9th RSC DCSCOMPT Section NLT the 5th working date of each month. **Note: remember to sign and initial the upper right hand corner of the Approving Officials billing statement with the date the statement was received.** It should be noted that zero balance billing statements should also be forwarded to ensure all billings are being paid.

d. The DCSCOMPT will process and forward all Approving Official's Billing Statements to the Honolulu OPLOC.

10. IMPAC ACCOMODATION CHECKS:

a. IMPAC accommodation checks enable the command to write checks for business expenses with vendors or suppliers who are not capable of accepting the IMPAC. Although the preferred method of payment for micropurchases, those \$2500 and under is the IMPAC card. IMPAC accommodation checks provide an alternative when the use of the purchase card is not feasible. As well, accommodation checks eliminate the need for cash on hand for imprest fund (SF44) transactions. Regulations allow for checking accounts to be centralized in the DCSCOMPT. Checks written draw funds on an IMPAC account, which will be centrally managed in the 9th RSC DCSCOMPT. IMPAC check accounts will follow the basic fund control rules currently in place for the IMPAC.

b. IMPAC Check Purchase Procedures: These checks will be utilized primarily in American Samoa and Saipan since there are a number of vendors who will not accept the IMPAC VISA. Checks will be utilized at other locations only in case by case situations.

(1) All purchases must be initiated by an active IMPAC credit Cardholder. The cardholder will submit an Purchase Memorandum and Request Form to their Approving Official. The request will be contained on the cardholders purchase log and annotated as "Payment by IMPAC Check" in the Serial Number/Reason for Disapproval/Comment Block.

(2) The Approving Official will approve the purchase, placing their signature in the Approval block and forward the request to the DCSCOMPT. The request will be reviewed by the RSC Checking Account Approving Official who will also place their approval on the request.

(3) The request will then be presented to the cashier/custodian or alternate cashier/custodian for payment. The cashier/custodian will keep a detailed log (See Appendix 5) with a declining balance. The log balance shall start at the monthly purchase limit and decline with each written check; this will ensure

no duplicate payments nor monthly purchase limits are exceeded.

(4) The cashier/custodian will then forward the check to the appropriate vendor completing the payment cycle.

c. File Documentation: The cashier/custodian will keep the following documentation on file:

(1) Account Information:

(a) Delegation of Authority
Authorization

(b) Nomination Request

(c) Procurement Integrity Certification
for Procurement Officials

(d) Training Certificate

(2) Reconciliation Documentation:

(a) Monthly log with the following
attached:

(b) Monthly Billing Statement

(c) Approved IMPAC Request

(d) Invoice or billing statement for each
purchase.

(e) Copy of check sent to vendor

d. Audit/Oversight:

(1) On a monthly basis, the cashier/custodian will submit their monthly billing statement and log to the RSC IPC for review and compliance with the program. The same review the IPC performs on all monthly billing statements for IMPAC purchases.

(2) On a quarterly unannounced basis, the program will be audited by an external DCSCOMPT staff directorate utilizing the IMPAC Accommodation Check Inspection Checklist (Appendix 6a). The audit will review compliance with stated guidelines as well as expenditures being with prescribed limits.

e. Check Storage: Check stock must be safeguarded at all times to prevent the possibility of unauthorized use. Checks will be maintained in a locked container at all times. The responsibility and custody for the IMPAC checks falls to the cashier/custodian.

f. Bounced Checks: A bounced check situation will arise when (1) the cashier exceeds the limits placed on the account or (2) when the vendor receiving the check does not cash the check in a timely manner. In the case of bounced checks or checks rejected for payment the bank will “force post” the check. Forced posting means the bank will automatically pay the amount above the check limits. Even with this provision, the cashier/custodian will ensure that all procedures are followed to avoid checks rejected for payment.

11. DISCIPLINARY ACTION:

a. All cardholders and Approving Officials shall ensure that use of the credit card adheres to all applicable parts of all applicable Acquisition regulations as well as Fort Dix SOP, this Pamphlet and all other regulations and procedures governing the use and approval actions of the commercial credit card.

b. A violation or abuse of these regulations and/or procedures may result in immediate suspension of credit card privileges. In addition, unauthorized purchases may result in personal liability to the U.S. Treasury and disciplinary action. There is a wide range of punitive and non-punitive measures available to address violations. The 9th RSC Office of the Staff Judge Advocate will be contacted in all cases prior to deciding upon the appropriate measure(s).

12. RSC ALTERNATE APPROVAL AUTHORITY:

a. Alternate Approval Authority for all RSC IMPAC purchases and cardholders is the IPC, assigned in the RSC DCSCOMPT. Should an activity's Approving Official not be available for approval, contact can be made with the IPC. An IMPAC Purchase Memorandum and Request Form must be submitted and approved before any purchases can be made.

b. Should a situation present itself where an Approving Official cannot be available to certify IMPAC monthly Billing Statements, the IPC will be available to certify said billings. Certification will only be made if all approved IMPAC Purchase Requests for all purchases on the billing statement are provided to the IPC.

13. RECORDS INSPECTIONS:

All IMPAC Cardholders and Approving Officials will have their records inspected at least once annually by the Installation Support Division of the DCSCOMPT. The inspections can be unannounced and follow the enclosed Credit Card Inspection Checklist. (See Appendix 6b) Annual Inspections can also be accomplished by Fort Dix. This process will be coincide with requirement outlined in the Management Control Program.

14. FILE DOCUMENTATION:

a. Cardholders will keep the following documentation on file:

(1) Account Information:

(a) Nomination Request

(b) Delegation of Authority

(c) Procurement Integrity Certification for Procurement Officials

(d) Certificate of IMPAC Training

(e) Miscellaneous maintenance requests/ correspondence

(2) Reconciliation Documentation:

(a) Monthly Statements of Account with the following attached:

1. Approved IMPAC Purchase Request

2. Invoice or billing statement for each purchase.

b. Approving Officials will keep the following documentation on file:

(1) Account Information:

(a) Appointment as Certifying Official correspondence for Procurement Officials

(b) Nomination Request

(c) Procurement Integrity Certification

(d) Training Certificate

(e) Miscellaneous maintenance requests

(2) Reconciliation Documentation:

(a) Monthly Billing Statement with the following attached:

1. Cardholders Monthly Statements of Account with corresponding 2. & 3. below.

2. Approved IMPAC Purchase Request. (***NOT REQUIRED IF CO-LOCATED WITH CARDHOLDER, REQUIRED IF NOT CO-LOCATED***)

3. Invoice or billing statement for each purchase. (***NOT REQUIRED IF CO-LOCATED WITH CARDHOLDER, REQUIRED IF NOT CO-LOCATED***)

15. ASSISTANCE/COORDINATION:

Any questions or assistance concerning the IMPAC program should be addressed to the 9th RSC DCSCOMPT, Installation Support Division.

APPENDIX 1

FORT DIX DIRECTORATE OF CONTRACTING GOVERNMENT-WIDE COMMERICAL CREDIT CARD (VISA) STANDARD OPERATING PROCEDURES

APPENDIX 2

IMPAC PURCHASE REQUEST



9th REGIONAL SUPPORT COMMAND

IMPAC PURCHASE REQUEST MEMORANDUM

APIX-

MEMORANDUM FOR IMPAC Purchase Card Approving Authority,

SUBJECT: Request Use of IMPAC Card, Purchase Request # -

(Year, Julian Day, Number of Request for That

Day. i.e.; 98234-1)

1. Request to purchase the item(s) listed at Enclosure 1 with the IMPAC Purchase Card. Estimated quantities and costs are listed in at Enclosure 1.

2. Justification. These items are needed for

3. I checked the mandatory sources of supply and services IAW FAC 90-24, SEC 95 and DOC, Ft Dix IMPAC SOP, JUL 97. The search results are detailed below.

(Check a. or b. Below. If applicable, check both. If applicable, check c.)

☐ a. Items **are** available for purchase from mandatory sources. *(GSA, etc. If so, b. does not apply)*
Estimates are attached on IMPAC Purchase Request form

☐ b. Items **are not** available from mandatory sources due to: *(check all that apply)*
Vendor estimates are attached on IMPAC Purchase Request form for purchases that must be made from other than mandatory sources.

☐ Insufficient inventory on hand

☐ Quality of item(s) available:

☐ Unfair or unreasonable cost

☐ Delay in Delivery:

☐ Other:

4. POC for this purchase is at (808) 438-1600 Ext. .

APPROVING OFFICIAL CERTIFICATION:

☐ APPROVED

PURCHASE APPROVAL DATE :

☐ DISAPPROVED

PRINTED NAME OF APPROVING OFFICIAL :

APPROVING OFFICIAL SIGNATURE : _____

IMPAC PURCHASE REQUEST

PURCHASE REQUEST NUMBER []

DATE: []

(From Page 1, Year, Julian Day, Number of Request for That Day. i.e.; 98234-1

REQUESTING CARDHOLDER: []

UNIT: []

PURCHASED FOR: []

DELIVER TO: []

PURCHASE NO LATER THAN: []

DELIVERED ON OR SERVICE COMPLETED ON: [] **To Be Completed Upon Completion of Procurement**

VENDOR'S NAME, ADDRESS AND PHONE NUMBER

<u>VENDOR 1</u>	<u>VENDOR 2</u>	<u>VENDOR 3</u>
Business Name:	Business Name:	Business Name:
POC:	POC:	POC:
Address:	Address:	Address:
Phone:	Phone:	Phone:

	QTY	VENDOR 1		VENDOR 2		VENDOR 3	
DESCRIPTION OF ITEMS / SERVICE TO PURCHASE		UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$

DATE OF CALL			
GOVERNMENT DISCOUNT (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
DELIVERY DATE QUOTED			
SHIPPING CHARGE INCLUDED (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
TAX EXEMPT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REMARKS: -

**COMPLETION INSTRUCTIONS –
IMPAC PURCHASE REQUEST COVER MEMORANDUM**

(1) **Administrative Information:**

(a) **Office Symbol:** The office symbol of the cardholder requesting the purchase

(b) **Date:** Date of the purchase request

(2) **Memorandum For:** Name of Approving Official that is approving the purchase

(3) **Subject:** Purchase Request Number. This is the purchase request number generated by the cardholder and is broken down as follows:

(a) First Two Digits: **99** Fiscal Year the purchase is made

(c) Second Two Digits: **001** Julian Date of the purchase

(c) Third Two Digits: **03** The number of the request that was submitted that day

***990103: This example is the third request submitted on January 1 for FY 99 Requesting Card Holder/Unit

(4) **Paragraph 2 - Justification:** The reason for the purchase, for example “...To provide supplies for clerical support during the unit’s Annual Training...”

(5) **Paragraph 3 - Mandatory Sources:**

a. Check block a if the purchase is made via a mandatory source, GSA, Unicor, Lighthouse for the Blind, etc.

b. Check block b if the purchase is not made through mandatory sources.

(1) Check the applicable explanation, if contained

(2) If explanation not one of the choices delineated, check the OTHER box and annotate explanation as to the reason why the purchase was not made through a mandatory source.

(6) **POC:** Name and telephone number of cardholder making purchase

(7) **Approved/Disapproved Blocks:**

(a) **Approved/Disapproved:** The Approving Official circles the action, either approval or disapproval of the requested purchase

(b) **Approving Official Signature:** The Approving Official approves/disapproves with their official signature

(c) **Approval Date:** Enter the date of approval/disapproval

COMPLETION INSTRUCTIONS – IMPAC PURCHASE REQUEST

- (1) **Purchase Request Number**: This is a seven-digit number that is comprised as follows:
 - (a) First Two Digits: **99** Fiscal Year the purchase is made
 - (d) Second Two Digits: **001** Julian Date of the purchase
 - (d) Third Two Digits: **03** The number of the request that was submitted that day***990103: This example is the third request submitted on January 1 for FY 99 Requesting Card Holder/Unit
- (2) **Date**: Date of the request
- (3) **Requesting Cardholder**: Name of cardholder making the purchase
- (4) **Unit**: Unit of the Cardholder
- (5) **Purchased For**: Unit the Item/Service purchased for
- (6) **Delivered To**: Address the Item/Service is to deliver or intended for
- (7) **Purchase No Later Than**: The latest possible date the unit can receive
- (8) **Delivered On Or Service Completed On**: Date the item/service was delivered/picked-up or service completion date. *To Be Completed upon completion of procurement*
- (9) **Vendor's Name, POC, Address and Phone Number**: The name, address and phone number of the Vendor as well as the vendor Point of Contact.
- (10) **Item Information**:
 - (a) Description of Item/Service to Purchase: Brief description of the item/service
 - (b) Quantity: Number of items/service purchasing
 - (c) Unit Price: Price of a Single Item/Service
 - (d) Total Item/Service Price: Total price of the purchased service or item
- (11) **Date of Call**: Date vendor contacted
- (12) **Government Discount**: Is a government discount available?
- (13) **Delivery Date Quoted**: Date of delivery quoted by the vendor
- (14) **Shipping Charge Included**: If the shipping charge is included in the price, answer Yes; if not included, answer no and include additional cost
- (15) **Tax-Exempt**: If the purchase is tax exempt answer Yes, if not answer no and include tax cost
- (16) **Remarks**: Any conditions that are pertinent to the purchase. For example: DOL confirmed they cannot purchase and we must purchase commercially.

APPENDIX 3

IMPAC CARDHOLDERS PURCHASE LOG

IMPAC CARDHOLDER PURCHASE LOG

CARD HOLDER:

[illegible]

COMPLETION INSTRUCTIONS – IMPAC CARDHOLDERS PURCHASE LOG

Administrative Data:

- (1) **Cardholder**: Name of the Cardholder
- (2) **Date**: Through dates of purchase requests, i.e.: 980801 - 980930

(A) **Purchase Request Number**: This is the seven-digit purchase request number generated by the cardholder and is broken down as follows:

- (a) First Two Digits: **99** Fiscal Year the purchase is made
- (e) Second Two Digits: **001** Julian Date of the purchase
- (e) Third Two Digits: **03** The number of the request that was submitted that day

***990103: This example is the third request submitted on January 1 for FY 99 Requesting Card Holder/Unit

(B) **Description**: A brief description of the purchased item

(C) **Total Cost**: The total cost of the purchase made

(D) **Purchase Approval**:

(1) **Purchase Approved (Y/N)**: Place a Y in the box if the Approving Official approved the purchase, a N in the box if disapproved

(2) **Purchase Approval Date**: Date in which the purchase was approved or disapproved, if applicable

(E) **Purchase Date**: Date of the actual purchase of the supply or service

(F) **Serial Number of Reason for Disapproval**:

- (a) Serial Number: Serial Number of the item purchased, if applicable
- (b) Reason for Disapproval: State the reason for the Approving Officials disapproval

(G) **Hand Receipt Number**: Enter the hand receipt number if the item is a property book item

(H) **Initials of Hand Receipt Holder**: Initials of the hand receipt holder confirming annotation in the property book

APPENDIX 4

IMPAC APPROVING OFFICIAL PURCHASE LOG

IMPAC APPROVING OFFICIAL PURCHASE LOG

APPROVING OFFICIAL:

[illegible]

**COMPLETION INSTRUCTIONS –
IMPAC APPROVING OFFICIAL PURCHASE LOG**

Administrative Data:

- (2) **Approving Official:** Name of the Approving Official
- (3) **Date:** Through dates of purchase requests, i.e.: 980801 - 980930

(A) **Cardholder:** Name of the Cardholder

(B) **Description:** A brief description of the purchased item, either service, supply or subsistence.

(C) **Purchase Request Number:** This is the seven digit purchase request number generated by the cardholder and is broken down as follows:

(a) First Two Digits: **99** Fiscal Year the purchase is made

(f) Second Two Digits: **001** Julian Date of the purchase

(f) Third Two Digits: **03** The number of the request that was submitted that day

***990103: This example is the third request submitted on January 1 for FY 99 Requesting Card Holder/Unit

(D) **Total Cost:** The total cost of the purchase made

(E) Purchase Approval:

(1) **Purchase Approved (Y/N):** Place a Y in the box if the Approving Official approved the purchase, a N in the box if disapproved

(2) **Purchase Approval Date:** Date in which the purchase was approved or disapproved

F. **Vendor Chosen:** Name of the vendor chosen to make the purchase from

G. **Remarks:** Enter any remarks that would be applicable to the purchase

APPENDIX 5

IMPAC CHECK EXPENDITURE LOG

IMPAC APPROVING OFFICIAL PURCHASE LOG

APPROVING OFFICIAL:

[illegible]

COMPLETION INSTRUCTIONS – IMPAC CHECK EXPENDITURE LOG

Administrative Data:

- (1) **Cashier/Custodian**: Name of the Cashier/Custodian
 - (2) **Month**: The month of disbursement. One log should be kept for each separate month
- (A) **Cardholder**: Name of the Cardholder
- (B) **Purchase Request Number**: This is the seven-digit purchase request number generated by the cardholder and is broken down as follows:
- (a) First Two Digits: **99** Fiscal Year the purchase is made
 - (g) Second Two Digits: **001** Julian Date of the purchase
 - (g) Third Two Digits: **03** The number of the request that was submitted that day
- ***990103: This example is the third request submitted on January 1 for FY 99 Requesting Card Holder/Unit
- C. **Vendor Chosen**: Name of the vendor chosen to make the purchase from
- D. **Remarks**: Enter any remarks that would be applicable to the purchase
- E. **Date Check Disbursed**: Date that the check was processed for payment
- F. **Check Number**: Number of the check disbursed
- G. **Check Amount**: The dollar amount of the check disbursed
- H. **Balance**: On a declining balance, keep a running total of the funds disbursed, i.e.: checkbook balance. Begin balance with monthly purchase limit.

APPENDIX 6

IMPAC CREDIT CARD INSPECTION CHECKLIST

CREDIT CARD INSPECTION CHECK LIST

CREDIT CARD HOLDER: _____

DATE: _____

UNIT/SECTION: _____

PERIOD INSPECTED: _____

Credit Card holders must be inspected annually. A meeting should also be held with the Approving Official to ensure they are having not problems.

APPROVING OFFICIAL: _____

QUESTION	YES	NO	N/A
1. Are the following documents on file and current?			
a. Appointment as Certifying Official Letter (Approving Official)			
b. Training Certification (Both Card Holder and Approving Official)			
c. 9th RSC Standard Operating Procedures for IMPAC Purchases (Includes Fort Dix Instruction Packet and SOP) (Both Card Holder and Approving Official)			
d. Completed Procurement Integrity Certificate (Both Card Holder and Approving Official)			
e. Delegation of Authority Letter(Card Holder)			
2. Are written supporting documents for purchases being maintained?			
a. Approving Official/Cardholder Purchase Log?			
b. Completed Credit Card billing statements, both Approving Official and Cardholder			
c. IMPAC Purchase requests along with supporting bills, etc.			
3. Are purchases being rotated among vendors? If purchases are not rotated, is rationale in file?			
4. Are failures to perform on the part of vendors resolved or reported to Fort Dix?			
5. Are all items being purchased authorized?			
7. Were purchases split to avoid monetary limitations?			
8. Is card holder/approving official delegating authority?			
9. Are invoices processed timely and with Approving Official concurrence?			
10. Are all billings supported by budgetary guidance?			
11. Is the appointment of the cardholder still essential to efficiently and effectively accomplish the mission			

INSPECTION COMPLETED BY: _____

SIGNATURE OF CARD HOLDER/APPROVING OFFICIAL: _____

IMPAC CHECK INSPECTION CHECK LIST

CHECK CUSTODIAN: _____

DATE: _____

UNIT/SECTION: _____

PERIOD INSPECTED: _____

Check Custodians must be inspected on an unannounced quarterly basis. A meeting should also be held with the Approving Official to ensure they are having not problems.

APPROVING OFFICIAL: _____

QUESTION	YES	NO	N/A
1. Are written supporting documents maintained:			
a. IMPAC purchase requests and check log			
b. Approving Official IMPAC Check Log			
c. Check holder and Approving Official Billing Statements			
2. Are any unauthorized purchases being made?			
3. Is there evidence of Approving Official's approval on the IMPAC purchase requests & statements of account?			
4. Are purchases being rotated among vendors?			
5. If purchases are not rotated, is rationale in file?			
6. Do files contain rationale for fair and reasonable price?			
7. Were purchases split to avoid monetary limitations?			
8. Is card holder/approving official delegating authority?			
9. Are invoices processed timely and with Approving Official concurrence?			
10. Are checks safeguarded at all times to prevent the possibility of unauthorized use?			
11. Are there any cases of bounced checks?			

INSPECTION COMPLETED BY: _____

SIGNATURE OF CARD HOLDER/APPROVING OFFICIAL: _____

APPENDIX 7

MSDS TABLES

TABLE I – MSDS REQUIRED FOR ALL ITEMS

FSC	TITLE
6810	Chemicals
6820	Dyes
6830	Gases: Compressed and liquefied
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialties
7930	Cleaning and Polishing Compounds and Preparations
8010	Paints, Dopes, Varnished and Related Products
8030	Preservatives and Sealing Compounds
8040	Adhesives
9110	Fuel, Solid
9130	Liquid Propellant Fuels and Oxidizers, Chemical Base
9140	Fuel Oils
9150	Oils and Greases, Cutting, Lubricating and Hydraulic
9160	Miscellaneous Waxes, Oils and Fats

**TABLE II – EXAMPLES OF HAZARDOUS ITEMS IN OTHER FSC’S THAT
MAY REQUIRE A MSDS**

FSC	TITLE
1370	Pyrotechnics
1375	Demolition Materials
1560	Airframe Structural Components (radioactive materials)
1630	Airframe Wheel and Brake System (containing asbestos)
2240	Locomotive and Rail Car Accessories (containing asbestos)
2520	Vehicular Power Transmission Components (containing asbestos)
2530	Vehicular Brake, Steering, Axle, Wheel and Track Components (containing asbestos)
2540	Vehicular Furniture and Accessories (containing asbestos)
2640	Tire Rebuilding & Tire and Tube Repair Materials (containing flammable or toxic compounds)
3433	Gas Welding, Heat Cutting and Metalizing Equipment (lithographic solutions)
3439	Miscellaneous Welding, Soldering and Brazing Supplies and Accessories
3610	Printing, Duplicating and Bookbinding Equipment (lithographic solutions)
3655	Gas Generating and Dispensing Systems, Fixed or Mobile (those that produce hazardous fumes)
3680	Foundry Machinery. Related Equipment and Supplies (flammable or toxic casting components)
4210	Fire Fighting Equipment (extinguishing agents, repair and refill kits containing hazardous chemicals)
4240	Safety and Rescue Equipment (release oxygen or contain compressed gasses)
5330	Packing and Gasket Material (asbestos material, lead caulking)
5350	Abrasive Material (produces a hazardous waste)
5430	Storage Tanks (repair kits containing hazardous chemicals)
5610	Mineral Construction Material, Bulk (asphalt, scaling compounds)
5640	Wall Board Biding Paper and Thermal Insulation Materials
5680	Miscellaneous Construction Materials
5915	Filters and Networks (containing PCB’s)
5975	Electrical Hardware and Supplies (containing asbestos)
6135	Batteries Primary (lithium, mercury and alkaline batteries)
6140	Batteries Secondary (lead-acid, nickel-cadmium)
6665	Hazard-Detecting Instrument (reagents containing hazardous chemicals)
6675	Drafting, Surveying and Mapping Instruments (hazardous chemicals contained)
6740	Photographic Developing and Finishing Equipment (containing radioactive compounds)
6750	Photographic Supplies (containing hazardous chemicals, solvents, thinners and cements)
6780	Photographic Sets, Kits and Outfits (containing hazardous chemicals, solvents, thinners and cements)
8465	Individual Equipment (containing flammable solvents)
8720	Fertilizers
9620	Mineral, Natural, Synthetic (asbestos, mica, silica and others)